

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
STORMWATER PROGRAM MANAGER

1. JOB TITLE: STORMWATER PROGRAM MANAGER

- 2. DEFINITION:** This is a staff position providing leadership and technical guidance for stormwater management and stream protection strategies. This individual must be capable of exercising independent judgment and possess superior knowledge and experience in stormwater management. The position reports directly to the Engineering Manager. All employees are responsible to the Director and the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having occasional occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, post accident, reasonable suspicion, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION

- a. This position requires the use of various communication devices, personal computers, and other standard office equipment and vehicles.
- b. The primary job location is at the engineering offices of the Water and Sewer Department. Periodic fieldwork will be required, and the employee may be exposed to inclement weather. All City vehicles and facilities are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Develops, implements and presents public education and public participation programs relative to stormwater quality.
- b. Responsible for City's compliance efforts of the NPDES Phase 2 Stormwater General Permit.
- c. Assists the Planning and Engineering Department with review of development plans for sites, subdivisions, and City projects for compliance with applicable stormwater regulations; evaluates studies, reports and comments concerning such plans; identifies required changes and prepares department responses to submitted plans.
- d. Assists the Planning and Engineering Department with review of plans for impact of stormwater runoff from highways, parking lots, residential developments and other impervious surfaces. Assesses the impact of non-point source pollution caused by stormwater runoff.
- e. Works with developers and contractors to design systems and methods to mitigate the effect of pollutants and accomplish goals of stormwater management.
- f. Performs regulatory research, site visits, soil and water sampling and evaluation of pollutants, and report writing.
- g. Upon request, assists in enforcing other established environmental standards, laws, regulations, and administrative policies and procedures.
- h. Assists the Street Department with investigating complaints about stormwater runoff, develops corrective recommendations for identified problems and notifies

Department Director of legal action needed to effect compliance with established stormwater management standards.

- i. Provides primary staff support for Stormwater Advisory Committee.
- j. Acts as liaison to City's stormwater consultants.
- k. Assists with GIS related projects (mapping and databases) for the City, as assigned. Assists with maintenance of the City's various GIS databases used by various City departments.
- l. Reviews and recommends updates to technical specifications and typical standards for all current regulations as related to stormwater management activities.
- m. Investigates complaints and maintains records and database of complaints related to public works infrastructure, projects and construction of stormwater management and reports findings to Department Director and/or other affected department heads.
- n. Maintains Stormwater Management Plan and provides City employees and the public with plan information as requested.
- o. Assists City Departments with on-site inspections and in gathering field data for special projects; performs construction inspections for projects, as assigned.
- p. Collects and researches information, including accessing archive files, for various projects.
- q. Coordinates with other departments concerning required fees for installation of public stormwater infrastructure.
- r. Assists general public, contractors, developers, and engineers in search of general information pertaining to the Stormwater Management Plan.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a college degree from an accredited college or university in engineering, environmental sciences, or a related field.
- c. Must have seven years or more of increasingly responsible engineering or environmental sciences experience in stormwater management programs and ecosystems improvements or equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position.
- d. Must have experience developing and implementing watershed planning that includes floodplain management, stream valley protection and restoration, TMDL implementation, low impact development and use of non-structural best management practices.
- e. Must have knowledge and applied experience in stormwater design and watershed modeling with the use of appropriate computer software.
- f. Must have legal authorization to work in the United States.
- g. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- h. Must have a driver's license valid in the State of Tennessee.

- i. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- j. Must submit to and pass a pre-employment drug screen.
- k. Must have skill in public speaking with the ability to present public education programs.
- l. Must not have been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to theft, dishonesty, gambling or controlled substances.
- m. Must have the ability to report for work on time and perform duties of the job for a complete workday and perform job responsibilities in a timely manner.
- n. Must have the ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the Department.
- o. Must have the ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- p. Must have the ability to exercise independent judgment within the limits of the position.
- q. Must have the ability to concentrate and accomplish tasks to meet deadlines despite interruptions.
- r. Must be able to perform a variety of tasks simultaneously or in rapid succession.
- s. Must be able to operate and have a general working knowledge of personal computers, telephone communications equipment and other standard office devices.

Exempt
Safety Sensitive
August 29, 2005